

**State of Hawaii  
Department of Health  
Clean Water Branch**

**Do NOT submit  
this document.**

**Guidelines for CWB-NOI Form K**

**Guidelines for Notice of Intent for Hawaii Administrative Rules,  
Chapter 11-55, Appendix K, National Pollutant Discharge Elimination  
System (NPDES) Notice of General Permit Coverage (NGPC).**

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**1. Owner Information**

The owner is the organization or person who owns the facility at which the small municipal separate storm sewer system (MS4) exists, not necessarily the owner of the land. The acknowledgment of receipt of the NOI and the NGPC will be sent to the street or mailing address provided for this item.

2. Owner Type

If "Other" is checked, indicate the category type or types of the owner.

3. Operator Information

The operator is the organization or person who manages the daily activities at the facility.

4. Facility Information

For facilities which are part of a larger corporation, indicate the corporation name and the name by which the facility is known to the employees (i.e., ABC Inc. - DEF Facility). Provide the street address or a description of where the facility is located (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue).

5. Receiving State Water(s) Information

a. Receiving State Water(s) Name

- i. If the discharge first enters a separate storm drainage system, provide the name of the receiving State water body that the separate storm drainage system enters.
  - ii. The discharge point is generally the discharge's point of first contact with receiving State waters. If the discharge first enters a separate storm drainage system, provide the coordinates to the nearest one (1) second for the outfall where the separate storm drainage system enters State waters. If possible, use the Global Positioning System (GPS) or Geographical Information System (GIS) to obtain the coordinates. Otherwise, use a U.S. Geological Survey (USGS) or any other appropriate map to interpolate the coordinates.
  - iii. State water classification is available on the Water Quality Standards Map dated October 1987 or in HAR, Chapter 11-54.
- b. Attach the information requested in Item 5.a. on a separate sheet if there are additional discharge points. Properly label the discharge points with numbers which correspond to the location map(s) and flow chart(s) submitted. If there are multiple inlets to a single discharge point and multiple discharge points, designate which inlet leads to each discharge point.
- c. Discharges applicable to Item 5.c. include any storm water runoff which discharges to the roadway right-of-way and which flows into a separate storm drainage system or from your small MS4 enters another separate storm drainage system through a direct connection. Provide the coordinates to the nearest one (1) second where the storm water runoff enters the separate storm drainage system or roadway right-of-way. If possible, use the GPS or GIS to obtain the coordinates. Otherwise, use a USGS or any other appropriate map to interpolate the coordinates.

6. Non-Storm Water Discharge Information

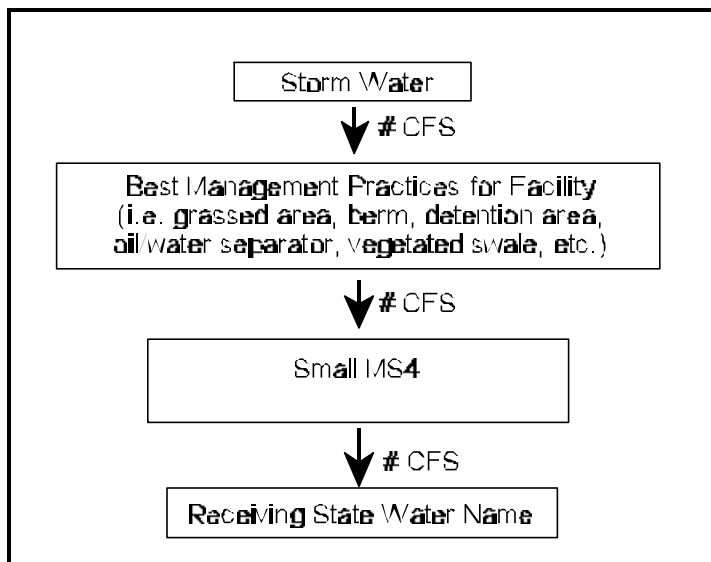
Provide information on all non-storm water discharges generated at the facility, including a description of the wastewater (i.e., washdown waters, vehicle washwater, process wastewater, etc.), quantity generated, frequency of discharge (i.e. once/day, etc.), and disposal method (small MS4, sanitary sewer, drywell, retention pond, etc.).

Only storm water runoff and certain non-storm water discharges are covered by this General Permit. Discharge of treated effluent or process wastewater into receiving State waters may require a separate NPDES permit.

7. Location Map

- a. Provide the location map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches. Show at least one mile beyond the property boundaries of the small MS4 on the map.
- b. Show the discharge point(s) associated with the facility on a plat map or other appropriate map, including all of the required information. The discharge point(s) may include where the storm water runoff exits the facility and enters the roadway right-of-way and then flows into a separate storm drainage system and/or where the discharge directly enters the State receiving waters.

8. Flow Chart



An example of a line drawing indicating how the storm water flows through the facility and the approximate amount of flow is shown. Indicate any treatment system(s) or erosion control(s) used. The quantity of discharge contributed by each source (i.e., storm water from four different drainage areas) may be estimated if no data is available.

9. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Provide any Department of the Army (DA) file number associated with the facility.
- c. Provide the Section 401 Water Quality Certification (WQC) file number associated with the DA Permit.
- d. Provide the RCRA Permit number for any hazardous wastes stored or used at the facility.
- e. For SARA Facilities, indicate the chemicals and their quantities on site.
- f. Others (i.e., Underground Injection Control file number).

10. NGPC Renewal

If this is a CWB-NOI Form for NGPC renewal, provide the NGPC file number previously assigned to this facility in the space provided.

11. Automatic Coverage

a. Claiming Automatic Coverage

The owner or operator may request automatic coverage under the applicable NPDES General Permit if the CWB-NOI Form is for a new discharge and he/she believes that the CWB-NOI Form is complete, the filing fee has been paid, and that they are complying with the applicable NPDES General Permit requirements. The risks involved with claiming automatic coverage include:

- i. The CWB-NOI Form may later be found to be incomplete by the Director or by a court;
- ii. The owner or operator may not be covered under the terms of the General Permit, even if the CWB-NOI Form is complete;
- iii. The owner or operator may be acting in conflict with the NPDES General Permit or HAR, Chapter 11-55 even if the owner or operator is complying with its CWB-NOI Form; and
- iv. The Director may modify, revoke and reissue, or terminate an NGPC under HAR, Section 11-55-34.11.

b. Waiving Automatic Coverage

The owner or operator agrees to wait until receipt of the NGPC issued by the Department before starting the activity or discharge.

12. Facility Site Map

Attach a site map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches which shows the information requested in Item 12.a. If any items are not applicable, indicate them by number in Item 12.b.

13. Storm Water Management Plan (SWMP)

Section 6 of HAR Chapter 11-55 Appendix K indicates the special conditions for the SWMP. Portions of this section list the applicable items required in the SWMP and procedures for maintaining, updating, and revising the SWMP.

- a. For a proposed facility which is a new discharger, submit a SWMP which meets the applicable requirements as specified in Section 6 of HAR Chapter 11-55 Appendix K with CWB-NOI Form K or within 120 days of the date of NGPC issuance or applicant claimed automatic coverage. The SWMP shall be implemented within 180 days after submittal.
- b. For an existing facility which is renewing the NGPC, submit the existing or updated SWMP which meets the applicable requirements as specified in Section 6 of HAR Chapter 11-55 Appendix K, with CWB-NOI Form K. The facility shall continue to implement its SWMP.

14. Additional Information

Any other site-specific information pertaining to the facility may also be provided in this section. Additional sheets may be attached with reference to Item 14.

15. Authorization of Representative

- a. Alteration of the text in this item will result in the invalidation of the authorization statement(s).

- b. If the person being duly authorized as the representative is the same person signing the certification page (Item 16), do not complete this item.
- c. Authorization statements are provided for the owner to complete as required. Options include statement a, b, c, a and c, or d.
  - i. Option "a": This authorization begins with NOI processing and ends upon the owner's or operator's receipt of the NPDES Notice of General Permit Coverage.
  - ii. Option "b": This authorization begins with NOI processing and ends upon termination of the discharge to State waters.
  - iii. Option "c": This authorization begins upon the owner's or operator's receipt of the NGPC and ends upon termination of the discharge to State waters.
  - iv. Option "d": If authorization statements a, b, and/or c do not meet the intent of the authorization, the owner or operator or its duly authorized representative may attach a separate authorization statement specifying the limited authorization of the representative.
- d. Additional information will be requested from the authorized representative (with a copy to the owner) at the street or mailing address or phone or fax number provided for this item, as applicable.
- e. Provide the duly authorized representative's information in the applicable item(s). There shall be only one duly authorized representative at any time. The designated duly authorized representative may be changed by the owner at any time during the processing of the CWB-NOI Form or the term of the NGPC. The duly authorized representative will no longer be authorized effective on the date of receipt of any new authorization statement from the owner.
- f. Pursuant to HAR, Section 11-55-34.08(f), all other reports or responses to requests for information required by the director shall be signed by a person designated in HAR, Section 11-55-07(a) or by a duly authorized representative of that person.
- g. HAR, Sections 11-55-07(b) and (c) state:
  - "(b) A person is a duly authorized representative only if:
    - (1) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (A duly authorized representative may thus be either a named individual or any individual occupying a named position.);
    - (2) The authorization is made in writing by a person designated under subsection (a); and
    - (3) The written authorization is submitted to the director.
  - (c) If an authorization under subsection (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of subsection (b) must be submitted to the director prior to or together with any reports, information, or applications to be signed by an authorized representative."

16. Certification

- a. Do not alter the statements in or format of this item. Alteration of this item will result in the invalidation of this CWB-NOI Form submittal.
- b. The person certifying this CWB-NOI Form must meet one of the descriptions as indicated in this item and be employed by the owner listed in Item 1.